

COAST GUARD RESERVE ASSIGNMENT REQUEST AND ORDERS

(Privacy Act Statement and Instructions on Page 5)

PERSRU	1. NAME (LAST, FIRST, MI)		2. RATING/ RANK	3. SOCIAL SECURITY NUMBER	4. <input type="checkbox"/> RELEASE FROM AD <input type="checkbox"/> DISCHARGE DATE _____		
	5. PRESENT UNIT (including ZIP CODE)			6. PERSRU ADDRESS (include ZIP CODE)			
MEMBER	7. ASSIGNMENT PREFERENCE (MARK THE APPROPRIATE BLOCK)						
	BLOCK	PREFERENCE				REQUESTED ASSIGNMENT DATE	
		IMMEDIATE ASSIGNMENT TO THE SELECTED RESERVE					
		DELAYED ASSIGNMENT TO THE SELECTED RESERVE					
		UNDECIDED AT THIS TIME		I NEED MORE INFORMATION, PLEASE CALL FTS: _____ COML: _____			
	8. ARE YOU WILLING TO PURSUE A LATERAL CHANGE IN RATING IN ORDER TO GET A PAY BILLET IN A RESERVE UNIT NEAR YOUR HOME?					YES	NO
	9. IF YOU ENTERED THROUGH THE TWO YEAR PROGRAM WITH A SELECTED RESERVE COMMITMENT, WILL YOU REQUEST A RESERVE FUNDED "A" SCHOOL?						
	10. ADDRESS AFTER SEPARATION (include ZIP CODE)			11. TELEPHONE NUMBER(S) AFTER SEPARATION			
			<div>WORK</div> <div>HOME</div>				
12. YOUR SIGNATURE					13. DATE		
COMMAND	14. COMMAND ENDORSEMENT		15. COMMAND COMMENTS				
	<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend disapproval						
	16. COMMAND SIGNATURE		17. DATE				
		TYPED NAME, RANK AND TITLE					
ISC	18. ASSIGNMENT ORDERS: These are your orders assigning you to the Coast Guard Reserve. If you are unable to report as directed, please contact ISC (pf) prior to your reporting date.						
	a. UNIT:			OPFAC			
	ADDRESS			REPORTING DATE			
				REPORTING TIME			
	PHONE:			TEMPORARILY ASSIGNED TO IRR UNTIL:			
	b. ASSIGNED TO INDIVIDUAL READY RESERVE (IRR). If you desire assignment to a Selected Reserve Unit, contact ISC (pf).						
	19. ISC ADDRESS			PHONE NUMBER			
20. ISC SIGNATURE							
TYPED NAME, RANK AND TITLE					21. DATE		

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10. ADDRESS AFTER SEPARATION (include ZIP CODE)

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INSTRUCTIONS

PERSRU: Complete Blocks 1 thru 6. Forward to member during the fourth month prior to Date of Separation.

MEMBER: Complete Blocks 7 thru 11.

Choose IMMEDIATE OR DELAYED ASSIGNMENT TO THE SELECTED RESERVE if you want to drill for pay or if you have a Selected Reserve obligation.

Choose UNDECIDED if you don't want to drill, if you haven't decided yet, or if you are not enlisting into the Coast Guard Reserve.

Sign Block 12, date Block 13, and give to your command to endorse. Block 8 is important because some rates are very limited in the Coast Guard Reserve and you may have to lateral. Blocks 10 and 11 must contain an address and telephone number(s) where you can be reached after separation.

COMMAND: Verify the accuracy and completeness of the information. Complete Blocks 14 thru 17. Mail the Original and Copies 1 and 2 to ISC (pf) in the area where the member will be living after separation. Give Copy 3 to the member.

ISC (pf): Complete Block 18 assigning the member either to a unit or the IRR, if he/she is entering the Ready Reserve. If the member is UNDECIDED and has a remaining obligation, assign him/her to the IRR. Send a copy of the form for all UNDECIDED members to a local recruiting office near the address in Block 10. Sign Block 20 and date Block 21.

Copy 1 is now the member's official assignment orders and should be forwarded to the member. The ORIGINAL must be returned to the member's PERSRU immediately to complete the separation action.

PRIVACY ACT STATEMENT: 5 USC 552a(e)(3), requires that federal agencies inform individuals, at the time information is requested from them, whether the disclosure is mandatory or voluntary, by what authority such information is requested, and what uses will be made of the information. You are hereby advised that the authority for requesting this information is 37 USC 403. This information will be used principally to assist you in gaining assignment to the Coast Guard Reserve. The information will be routinely used to (1) assign members to the Coast Guard Reserve upon separation from active duty, or (2) provide recruiters with future contacts. Although disclosure of this information is voluntary, your failure to provide it will impede your separation from active duty and assignment to the Coast Guard Reserve.

BENEFITS OF AN IMMEDIATE ENLISTMENT INTO THE COAST GUARD RESERVE

1. No additional paperwork, just enlistment contract
2. Everything completed at current unit before you separate
3. Immediately processed into the Coast Guard Reserve
4. Continuous service
5. Service record forwarded directly to PERSRU
6. You remain in JUMPS/PMIS database
7. Part-time income starts when you begin drilling